



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
DEFENSE LANGUAGE INSTITUTE FOREIGN LANGUAGE CENTER
AND PRESIDIO OF MONTEREY
MONTEREY, CALIFORNIA 93944

ATZP-CDR

18 December 2003

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT Command Policy on Animals in the Workplace

1 References.

- a. Federal Property Management Regulation, 101-20.311 subject: Dogs and Other Animals.
- b. Pinnacle Properties Pet Policies.

2. Purpose. To establish the Defense Language Institute Foreign Language Center & Presidio of Monterey (DLIFLC & POM) command policy regarding dogs and other animals in the workplace.

3. Applicability. This policy applies to all military and civilian employees assigned or attached to DLIFLC & POM, all military or civilian personnel performing temporary duty in support of DLIFLC & POM, all tenant units, contractor personnel and civilian students. This policy is punitive in nature. Offenders of this policy may be subject to criminal, disciplinary, or administrative action. All alleged violations of this policy will be referred to the appropriate unit commander or school dean for disposition.

4. General Prohibition. In accordance with reference 1 a., dogs and other animals shall not be brought upon Federally managed property for other than official purposes. Official purposes for use of a dog or other trained animal include use as a seeing eye dog, or when used as a guide or to assist handicapped personnel.

5. Specific Prohibitions.

a. Neither military or civilian employees assigned or attached to DLIFLC & POM, nor military or civilian personnel performing temporary duty in support of DLIFLC & POM, tenant units, contractor personnel and civilian students are allowed to bring dogs or other animals onto the POM or Ord Military Community (OMC) to an occupied workspace unless used as a guide or to assist handicapped personnel.

b. Owners of animals may not bring animals onto the POM or OMC and leave the animals unattended in a vehicle or any other area for an extended and unreasonable period of time. Animals must be accompanied by their owner with full exercise of control and leash law is applicable.


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6. Staff and faculty, military or civilian personnel that demonstrate a handicap or condition requiring assistance or guide animals are exempt from this policy. Intent of this policy is to maintain a positive work environment for all employees of DLIFLC & POM. If any faculty or staff member supporting DLIFLC & POM in any capacity is uncertain as to whether their current practice constitutes a specified prohibition as stated above, or believes extraordinary circumstances exist that justify an exception to this policy, the matter will be brought to the attention of the individual's immediate supervisor, and formally submitted in writing through the office of the Garrison Commander.

7. Military and civilian personnel occupying assigned quarters on the POM or OMC are allowed to have dogs and other animals occupying their quarters in accordance with their Clark-Pinnacle Rental Agreement, and Pinnacle Property Pet Policies. Residents occupying quarters will be subject to removal of animals if their presence constitutes a problem or obstruction to the agents or employees of the manager or owner from performing their functions, duties and responsibilities.

8. POC for this action is the Installation Executive Officer, x7086.


MICHAEL R. SIMONE
COL, FA
Commanding

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